

PETROLEUM TECHNICIAN

DEFINITION: Under general supervision, performs field inspection work of a technical and complex nature; inspects regulated oil and gas drilling and production operations where deviation from prescribed inspection methods are resolved independently by applying seasoned judgment; the position contributes to the successful recovery of oil and gas resources through environmental enforcement, assuring compliance with approved plans, laws and regulations, and for the optimum revenue return to the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Conducts inspection of complex drilling operations, well casing, and associated industrial equipment independently; assures petroleum equipment are properly rated and controls are within manufacturer specifications; inspects surface casing and cementing operation where environmental problems may be encountered; assures assigned area of inspection conforms with prescribed lease agreements, approved plans, operating regulations and environmental laws; alerts team leader of the more complex and controversial issues that may be un-expectantly encountered.

Assists senior level staff in the inspection of the more complicated oil and gas operations; reviews oil and gas leasing and operating agreements; verifies oil and gas production and sales; witnesses gas meter calibration; conducts onsite assessments to determine compliance with established federal, state and Navajo Nation laws and regulations; initiates investigative measures and issues citations for non-compliance; recognizes discrepancies and deviations from standard results; follows operation through a series of related steps or processes in carrying out work assignments.

Coordinates with federal and state personnel in the inspection and enforcement of laws and regulations; checks production facilities to prevent oil and gas theft; monitors areas for undesirable events, such as spills and discharges and related inspection activity; where violations pose an imminent danger to life, health and safety of the public, contacts appropriate office to stop operation; writes reports to substantiate findings; explains compliance agreements and regulations with operating industry staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation laws, rules and regulations related to the drilling, production and transportation of oil and gas.

Knowledge of the petroleum industries drilling practices, procedures, testing, well casing and cementing and plugging operations.

Knowledge of the industries equipment utilization applied in the exploration and development of oil and gas resources.

Knowledge of environmental safety policies and protection regulations.

Knowledge of occupational safety and health regulations and practices.

Knowledge of inspection and investigation techniques and methods.

Knowledge of computer hardware, software and peripherals including Geographical Information System (GIS) and Global Positioning System (GPS).

Skill in utilizing written and verbal communication in presenting and interpreting laws and regulations.

Skill in monitoring and inspecting drilling, production and transportation of oil and gas.

Skill in utilizing public relations techniques when responding to inquiries and complaints.

THE NAVAJO NATION

Class Code: 3009
Natural Resources and Parks Series
Minerals Inspection Group
Overtime Code: Non-Exempt
Pay Grade: 63

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Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires carrying 50 pounds of inspection, testing and protective apparatus equipment over rough terrain in all weather conditions with potential and continuous exposure to toxic fumes, chemicals, gases, high frequency noises, moving machinery, and various high-pressure equipment; exposure to major injury may occur.

MINIMUM QUALIFICATIONS: An Associate of Science Degree with advanced mathematics coursework; and two (2) years experience as certified Oil and Gas Inspector; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a current Bureau of Land Management (BLM) Certification as an Oil and Gas Inspector. Must possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.